

AP 3445 – Accessibility of Electronic Media

References

Government Code Sections 7405, 11135, and 11546.7;
Section 504, Rehabilitation Act of 1973 (29 U.S. Code Section 701);
Section 508, Rehabilitation Act of 1973 (Federal Electronic and Information Technology) (29 U.S. Code Section 794d);
36 Code of Federal Regulations Parts 1194.1 et seq.;
Web Content Accessibility Guidelines (WCAG).

Background

Federal laws stipulate that agencies must provide employees and members of the public access to information comparable to the access available to the non-disabled population. This requirement applies to the development, procurement, maintenance and/or use of all electronic media and information technologies, such as websites, web forms, emails, emergency notifications, event flyers posted online, formal memorandums and notices, online job postings, surveys, training material, and online learning resources.

Mt. San Antonio College is committed to providing access to information and electronic media to the public, and ensure persons with disabilities have equitable access to participate in and enjoy the benefits of services, programs and/or activities conducted by the College.

Definitions

The following definitions apply to this procedure:

Accessible: An individual with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equitable manner, with substantially equivalent ease of use.

Equitable Manner: Alternative access for individuals with disabilities to instructional materials and information and communication technology that (1) is timely, (2) is accurate in translation, (3) is delivered in a manner and medium appropriate to the disability of the individual, and (4) delivered in a reasonable manner and medium preferred by the individual, and (5) affords the individual with a disability the opportunity to obtain the information as fully, equally and independently as a person without a disability with substantially equivalent ease of use. Note, such alternative(s) are not required to produce the identical result or level of achievement, but must afford individuals with disabilities equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement in the most integrated setting appropriate to the person's needs.

Required Practices

In accordance with WCAG standards, any media that is distributed electronically must be made accessible, including webpages, syllabi, flyers, reports, videos, presentations, emails, images, Word documents, Excel files, Google Docs, and PDFs. The most common items to be made accessible include:

- Images must have alternative text to provide the purpose of the image for people using screen readers.
- Documents must have headings and subheadings in a logical sequential order, applied using built-in heading styles.
- Audio/video files must have transcriptions/captions, as covered in Administrative Procedure 3450.

- Hyperlinks need to use descriptions that are unique, meaningful, and clearly describe where the link will take the viewer.
- Forms and webpages shall be designed to be navigated without solely using a mouse.
- Color must not be the sole method for providing information or emphasis. Color contrast should be sufficient to allow viewers to distinguish between the text and the background.

Monitoring

The college runs daily scans of its websites to identify electronic media that do not meet WCAG standards for accessibility. Individual users and departments are notified when their web pages are out of compliance. Users that cannot fix the issues can receive assistance from the web services team. Accessibility issues that cannot be fixed are removed.

Mass emails are moderated to ensure they pass accessibility standards. Messages that do not meet accessibility standards are notified to correct their materials before they can be distributed.

Support Available

Support is available for college employees to create and convert accessible materials. Any individual experiencing challenges in gaining access to accessible materials can submit feedback via a form located in the footer of the College website or by contacting the Mt. SAC Compliance Office in Human Resources at (909) 274-4225.

Training on creating accessible materials is regularly provided. Departments requiring assistance in developing accessible materials may follow the procedures provided online at www.mtsac.edu/accessibility or may contact the Help Desk at (909) 274-4357.

The College maintains an accessibility website at www.mtsac.edu/accessibility, which provides up-to-date resources, checklists, and procedures on how to make electronic media pass accessibility standards. The learning management system and the web content management system have the ability for users to check content for accessibility. Faculty and staff can request captioning for their videos.

Outside resources are also available to provide guidance and support, including WCAG: www.w3.org/WAI/standards-guidelines/wcag/ and the California Community Colleges Chancellor's Office Accessibility Center: <https://cccaccessibility.org/>

Related Administrative Procedures

- Administrative Procedure 3450 addresses accessibility for audiovisual materials in particular.
- Administrative Procedures 5140, 5141 and 5142 address accessibility for students with disabilities
- Administrative Procedure 6365 addresses accessibility of information technology related to contracts and procurement.